

# ENVIRONMENTAL Fact Sheet



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## Water System Records Retention

At times, owning, operating, and maintaining a public water system can seem a daunting challenge. The paperwork requirements alone can feel overwhelming. Keeping complete, well organized records can greatly simplify the task of running a water public system. Records prove compliance, track system trends, and assist in the overall planning, operation, maintenance, and management of the water system. You cannot effectively run a water system and keep it in compliance without keeping and maintaining good records.

This document is designed to assist you in managing your systems records. Records should be kept in a safe secure place and readily available for use by the system operator or to be provided to a state or federal inspector upon request. If the ownership, management, or the operator of your system changes, all records are required to be transferred to the new responsible party.

The following is a summary of records that water systems should have and how long the records should be maintained. Most of the documents cited are required by state or federal statute. The rest are strongly recommended for efficient water system management and operation.

Documents Perpetually Kept, Maintained, & Updated	
Sampling Schedules	Review & update as necessary (quarterly)
Monitoring Waivers	Approval letter & copy of application
Emergency Plan	Update as necessary; review annually
Operations & Maintenance Manual	Update as necessary
Distribution System Maps (As-Builts)	Update as necessary
Inspection Logs	
Backwash Recycling Records	
Records Kept for 3 Years	
Public Notice Documents	Copy of notice & certification
Consumer Confidence Reports	Copy of CCR and certification
Water Use Data	Direct measurements & calculations
Water Conservation Program	Meter readings, rate structure, outreach
Filter Monitoring	Surface water systems

<b>Records Kept for 5 Years</b>	
Bacteria Analysis	
Cross Connection Control Records	Inspection, test, repair
<b>Records Kept for 10 Years</b>	
Chemical Monitoring Analysis	VOC, SOC, Nitrate, Nitrite, IOC, radiological
Disinfection Residuals	If system disinfects
Water Quality Testing	Chlorine residuals, temperature, pH, etc.
State Sanitary Surveys	
<b>Records Kept for 12 Years</b>	
Lead & Copper	Sample analysis, corrosion measurements
<b>Permanent Records</b>	
Cross Connection Control Program	Last legally adopted
Well Siting Approval Letter	For wells approved after 1993
Pump Test results	Include all pump information/specifications
Source Water Protection Plans	Update periodically
Wellhead Protection Plans	Update periodically
Disinfection Profiling/Benchmarks	Surface water systems
Drinking Water Source Assessment Report	
Large Groundwater Withdrawal Permit	
Waste Disposal Documentation	Include any discharge permits

For additional information, please contact the Drinking Water and Groundwater Bureau at (603) 271-2513 or [dwgbinfo@des.state.nh.us](mailto:dwgbinfo@des.state.nh.us). Drinking water fact sheets are available through DES web site at [www.des.nh.gov/dwg.htm](http://www.des.nh.gov/dwg.htm).

Note: Due to the length and complexity of drinking water rules, this list is not complete. Many of the listed documents are not applicable to very small water systems. If you have any questions or if a record you keep is not listed, please contact DES for clarification.

Note: This fact sheet is accurate as of January 2007. Statutory or regulatory changes, or the availability of additional information after this date may render this information inaccurate or incomplete on this fact sheet.